

Company number: 04608905

**Costs Lawyer Standards Board Ltd**  
**Tuesday 13 January 2015 at 10.30 am**  
**The Studio, 7 Cannon Street, Birmingham**

**Present:** Steve Winfield (Chair)  
Gillian Milburn (Vice Chair)  
Richard Allen  
David Gamble  
Tracyanne Ayliffe

**In attendance:** Lynn Plumbley (Chief Executive)

**1. Quorum, apologies & declarations of interest**

The Chair declared the meeting quorate, there were no declarations of interest.

**2. Minutes**

The minutes dated 15 October 2014 were approved as being a true record for signing, there were no matters arising.

**3. Board matters**

(i) Re-appointments

The board agreed to re-appoint both Gillian Milburn and Tracyanne Ayliffe for a further three year term, they indicated their willingness to accept.

***LDP: Issue re-appointment letters***

**4. Finance**

(i) 2014 Q4 finance report

The board noted the end of year position as per the report.

***LDP: Transfer £10k to the reserve account.***

(ii) Budget reviews

End of year spend against the 2014 budget was noted, no revisions were made to the 2015 budget.

(iii) Insurance renewal

It was noted that all the policies had been renewed for 2014/15 with the same providers at same cost for the fourth consecutive year.

**5. Risk management**

(i) Risk matrix

The consumer, profession and business risk matrix were individually reviewed and revised. It was agreed a revised format would be considered.

***DG: Provide examples of different risk schedule formats.***

## 6. Education (ACLT)

### (i) Fast track qualification for those with a current legal qualification

In response to the CLSB having raised it did not consider current exemptions offered by ACLT went far enough for those with a legal qualification, ACLT had indicated it would be considering a fast track qualification. The CLSB had advised ACLT at the joint meeting in December this would be a change to regulatory arrangements under the LSA 2007 and would have to follow due process via the CLSB. To date, no proposal had been received.

## 7. Regulatory matters

### (i) 2015 practising certificate position

The board was advised of the current position.

**LDP: Circulate final position at end of month**

### (ii) Update on entity regulation

The LSB position on transitional arrangements were noted. It was also noted Lynn had met with the LSB in December to discuss moving forward with this project.

### (iii) Professional conduct complaint

The board was advised that following independent investigation of a third party complaint against a regulated Costs Lawyer, a Conduct Committee would be convened in February.

### (iv) Legal advice on previous complaint

The advice was noted.

## 8. Legal Services Board (LSB)

### (i) Report: Regulatory restrictions on business ownership

It was noted the report acknowledged the CLSB imposed no business ownership restrictions.

### (ii) Project: De-regulation

The various projects were noted, and the increased number of London based meetings and workshops that had arisen as a result. Lynn advised she was concerned the LSB was rushing at all these projects.

### (iii) Consultation: Strategic & business plan 2015 – 2018

Gill was of the view the document lacked “joined up thinking” and was full of contradictions.

**LDP: Make a submission by 20 February 2015.**

## 9. Legal Services Consumer Panel (LSCP)

### (i) Report: Consumer vulnerability

The board approved the new guidance note.

**LDP: Post guidance note on CLSB website**

### (ii) Report: 2020 legal services

The report was noted.

### (iii) Consumer impact report 2014

The report was noted.

**10. ACL (Representation)**

(i) Update meeting

The board were advised of matters discussed at the joint meeting in December.

**11. Legal Ombudsman (LeO)**

(i) Complaints update

It was noted there had been no further service complaints since the last board meeting.

(ii) CEO resigned

The board noted that Adam Sampson had resigned and that the position had been temporarily filled by Ian Brack.

(iii) Extended jurisdiction

It was noted that from 28 January 2015, LeO would accept complaints against claims management companies.

(iv) Report: Alternative dispute resolution

The report was noted.

**12. Any other business**

- The board did not support the CLSB joining the proposed discussion forum on the Legal Choices website.  
**LDP: Write to Facilitator advising of decision, with participation being reviewed after the forum had been operative for 1 year.**
- The matter of the one Costs Lawyer failing to provide their home address, only their works address for communications was discussed  
**LDP: Write again to the Costs Lawyer explaining the reasons why the CLSB corresponds via residential addresses.**
- Richard & Tracyanne advised that despite volunteering on the cost of regulation project, they had not been contacted by the LSB or ICF.  
**LDP: Bring to the attention of ICF that a Costs Lawyer volunteer had published their communication.**

**13. Date & time of next meeting**

Date & time: Tuesday 14 April 2015 @ 10.30am

Location: The Studio, 7 Cannon Street, Birmingham.

There being no further business, the Chair declared the meeting closed.

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Chairman